

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	<b>FISC-028-08</b>
		<b>募集締切日：</b> Closing Date	<b>20 Oct 08</b>
		<b>発行日：</b> Date of Issue	<b>30 Sep 08</b>
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>3</u> )</b> <b>Secretary #198</b> <b>(秘書職)</b>  <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系 Administrative    Blue Collar Trade    Security      Medical		<b>募集人数</b> No. of Recruitment  1 名	<b>4.募集範囲</b> Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊</b> Activity U.S. Fleet and Industrial Supply Center, Yokosuka Operations Department (Code 430) <b>勤務場所</b> Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類</b> Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( __ヵ月 Months )	
<b>3.勤務時間</b> Work Schedule ( 週 <u>40</u> 時間制hrww ) <b>勤務日</b> Work Days: Monday-Friday <b>勤務時間・休憩</b> Work Hours/Recess Period: 0800-1645 / 1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容</b> Duties See attached task list			
<b>7.資格要件／身体条件</b> Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level. b. Knowledge and ability to perform secretarial work such as screening calls and visitors, scheduling appointments, reviewing correspondence, and obtaining information as requested. c. Knowledge of Web One Touch Finance (WebOTF) and Defense Travel System (DTS). d. Knowledge of timekeeping, overtime and labor distribution of MLC and USCS employees. e. Skill in operating personal computer such as Microsoft Word, Excel, PowerPoint, and Access. f. Ability to speak, read and write English at a fluent proficiency level (LAD-3). * A handicapped applicant may be accepted, depending on the degree and kind of disability.			
<b>英語力</b> English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴</b> Educational Background : N/A		<b>免許証／修了証</b> License/Certificate Required : N/A	

<b>8.提出するもの Application and Associated Documents</b>	<b>職務状況</b> Working Condition
* <input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement * <input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience * <b>の記入は Complete * in</b> <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> <b>英語の能力を証明するもの (写し)</b> Anything to certify English Proficiency (Copy). <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	

## 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、1800 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka  
内線/Extension 243-8152 JN Employment Division (N132)

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
管理第一係 Management Section  
電話番号 Phone 046-828-6959  
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) \*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

## 10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Ando/Ueno FISC Code 346.2 軍電 (DSN) 243-6489/9823

PD No.: FISC-430-005	PD is accurate and current. Certified by Activity: ha	HRO: mm 9/24 ms 9/25
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.  
提出された応募書類はお返ししません Submitted applications will not be returned.

### **TASK LIST (Secretary#198-4)**

Performs the secretary duties and following administrative tasks as an assistant to the Operations Department Director and Deputy Director. The Operations Department is responsible for advising the FISC Yokosuka leadership on matters pertaining to logistics operations at FISC Yokosuka headquarters and its detachments including several diverse locations.

The department is made up of eight (8) divisions/detachments, Logistics Support Center, Current Operations Center, Operational Support Center, Sasebo Detachment, Okinawa Detachment, Singapore Detachment, Marianas Detachment and Hong Kong Detachment.

1. Assist the USCS personnel, Management Analyst, YA-0343-02 in the same department to process all department budget transactions via Web One Touch Financial (WebOTF). Compiles financial data and tracks requisitions with Support Services Department and COMFISC San Diego to maintain financial integrity of the department operations. Monitor the commitments, obligations, and expenditures of the department's budget submissions and maintains budget records.

2. Works with the USCS personnel, Management Analyst, YA-0343-02 in the same department to process the department personnel/travel actions. Prepares travel orders request form, monitors routing status using the Defense Travel System (DTS) ensuring that all travel orders and vouchers are processed in timely manner. Reviews, corrects and maintains Japanese Personnel Travel Authorization (JPTAs) for the department and submit them to appropriate POC in the Travel Office in the Support Services Department in the command. Assists personnel with creating/updating on-line Individual Development Plans (IDPs), nominates personnel for training and provides required information for DD1556 to the training office in the Support Services Department. Performs work involved in processing actions affecting USCS and MLC personnel within the department. Reviews and processes request for personnel actions for USCS and MLC and personnel work orders (PWO) for MLC for the purpose of transfers, reassignments, promotions, etc. Prepares, submits and keeps abreast on all personnel actions and initiates those actions.

3. Administers timekeeping, overtime and labor distribution of MLC and USCS employees. Collects, verifies, compiles and maintains timekeeping and labor distribution information. Submits required information to timekeeping and payroll offices. Reviews, tracks and analyzes changing of labor hours via job orders and corresponding cost codes to ensure accuracy and compliance with regulations and policies. Revises current job orders and labor distribution sheets and develop new guidance and required in the department. Monitors USCS report of Time and Attendance using Standard Labor Data Collection and Distribution Application (SLDCADA) and maintains the record of the Comp time requests.

Performs other related or incidental duties assigned.